

Yale University Library  
Yale Divinity Library

# Guide to the Campus Ministry Advancement Records

RG 259



Compiled by Jeffrey Coutts and Martha Lund Smalley

2014

409 Prospect Street  
New Haven, CT 06511  
(203) 432-5301

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<http://web.library.yale.edu/divinity/special-collections>

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## Collection Overview

**REPOSITORY:** Yale Divinity Library  
409 Prospect Street  
New Haven, CT 06511  
(203) 432-5301  
divinity.library@yale.edu  
<http://web.library.yale.edu/divinity/special-collections>

**CALL NUMBER:** RG 259

**CREATOR:** Campus Ministry Advancement

**TITLE:** Campus Ministry Advancement Records

**DATES:** 1967-2009

**PHYSICAL DESCRIPTION:** 1.5 linear feet (3 boxes)

**LANGUAGE:** English

**SUMMARY:** This collection documents the history and operations of Campus Ministry Advancement, an organization incorporated in Ohio in 1967 to support Christian ministries in higher education. Legal documents, minutes, correspondence, financial records, and tax records are included.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/divinity.259>

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## Requesting Instructions

To request items from this collection for use on site, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/divinity.259>.

Key to the container abbreviations used in the PDF finding aid:

b. box  
f. folder

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## Administrative Information

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### Immediate Source of Acquisition

Gift of Campus Ministry Advancement, Inc. 2014.

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### Conditions Governing Access

The materials are open for research.

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### Preferred Citation

Campus Ministry Advancement Records (RG 259), Special Collections, Yale Divinity School Library.

## **Biographical / Historical**

Campus Ministry Advancement (CMA) was founded by Reverend John W. Miller in 1954 as a non-profit organization. Based in Columbus, Ohio, it became incorporated in 1967. The organization was established to support Christian ministries in higher education. CMA provided grants related to support for persons engaged in Christian ministry in post secondary education and organized training events for skills in development and fundraising for staff and boards of such ministries. CMA was organized to "teach, promote, and advance the Christian religion among residents and citizens of the U.S.A. and especially among the youth."

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## **Scope and Contents**

The collection includes documents related to the establishment of the organization, minutes, correspondence about the program, and financial and tax records. Series I contains organizational records dating from 1967 to 2007. Documents in this series include legal and historical documents including Articles of Incorporation and Code of Regulations and minutes from Board of Trustees and Membership meetings. Series II contains correspondence dating from 1967 to 2007. Documents included are letters to and from Director John Miller, letters to and from Director Carolyn Miller, and letters to and from President Robert Epps. The correspondence deals with administrative matters, grant requests, fundraising seminars, and conferences. Series III contains financial records dating from 1967 to 2009. Documents include bank and investment records, financial reports, budgets, treasurer's reports, and records of disbursed grants. Series IV contains tax records dating from 1969 to 2009. Included within this series are correspondence with the Internal Revenue Service, 990 forms, and correspondence with attorneys.

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## **Arrangement**

- I. Organizational Records
- II. Correspondence
- III. Financial Records
- IV. Tax Records

## Collection Contents

### Series I: Organizational Records

Legal and historical documents		
b. 1, f. 1	Articles of Incorporation; Amendments to Articles of Incorporation; Registration as Charitable Trust	1967-1982
b. 1, f. 2	Code of Regulations	no date
b. 1, f. 3	"Background Information Concerning Campus Ministry Advancement, Inc." by Jon and Carolyn Miller; Will of and information about benefactor Margaret J. Davis; historical statement by Carolyn Miller	1969-1994
b. 1, f. 4	Statements regarding purpose and program of organization; lists of members of Board of Trustees	1984-1998, no date
Minutes and Reports		
b. 1, f. 5	Minutes of organizational meeting	1967 Dec 14
b. 1, f. 6	Minutes of Board of Trustees meetings and records of "Action without Meeting"	1967, 1969, 1970, 1975, 1980-1989
b. 1, f. 7	Minutes of Board of Trustees meetings and records of "Action without Meeting"; agenda for conference call	1990-1995, 1997, 2006, 2007
b. 1, f. 8	Minutes of Annual Meeting of Members	1969, 1970, 1975, 1981, 1984, 1985, 1987-1995
Programs and fundraising		
b. 1, f. 9	Fund-raising training events; article by Robert Epps	1987, no date
b. 1, f. 10	Grant criteria, papers from "Conversation on Ministry in Higher Education" convened by Ohio Synod of Presbyterian Church, collected material re. ministry in higher education	1985, 1988

**Series II: Correspondence**

b. 1, f. 11	Letters to/from Director John Miller, regarding establishing Articles of Incorporation, staffing information	1967-1984
b. 1, f. 12	Letters to/from Director Carolyn Miller, regarding grant requests, reporting to Trust Officer, administrative matters	1985-1989
b. 1, f. 13	Letters to/from Director Carolyn Miller, regarding grant requests, fund-raising seminars, administrative matters	1990 Jan-Jun
b. 1, f. 14	Letters to/from Director Carolyn Miller, regarding grant requests, fund-raising seminars, administrative matters	1990 Jun-Oct
b. 1, f. 15	Letters to/from Director Carolyn Miller, regarding grant requests, fund-raising seminars, administrative matters	1990 Nov-Dec
b. 1, f. 16	Letters to/from Carolyn Miller and President Robert Epps, regarding administrative matters, scholarship and grant requests, programs	1991
b. 1, f. 17	Letters to/from President Robert Epps, regarding administrative matters, scholarship and grant requests, programs	1992-1993
b. 1, f. 18	Letters to/from President Robert Epps, regarding donations and grant requests, administrative matters	1994-1996
b. 2, f. 1	Letters to/from President Robert Epps, regarding donations and grant requests, administrative matters	1997-1999
b. 2, f. 2	Letters to/from President Robert Epps, regarding donations and grant requests, administrative matters, participation in Global Multifaith Conference, Vancouver	2000
b. 2, f. 3	Letters to/from President Robert Epps, regarding donations to Carolyn Miller Memorial, grant requests, administrative matters, programs	2001-2002
b. 2, f. 4	Letters to/from President Robert Epps grant requests, reimbursements, administrative matters, report to Board	2004-2007, no date

**Series III: Financial Records**

b. 2, f. 5	Financial ledger sheets	1967-1984, 1990-1991
b. 2, f. 6	Treasurer's reports, records of grants disbursed	1967-1984
b. 2, f. 7	Treasurer's reports, records of grants disbursed	1985-1991
b. 2, f. 8	Financial reports, budgets	1992-1999
b. 2, f. 9	Financial reports, budgets	2000-2009
b. 2, f. 10	Bank and investment records	1987-1994
b. 2, f. 11	Bank and investment records	1995-2002
b. 2, f. 12	Bank and investment records	2003-2006
b. 2, f. 13	Bank and investment records	2007-2009

**Series IV: Tax Records**

b. 3, f. 1	990 forms, correspondence with Internal Revenue Service	1969-1973
b. 3, f. 2	990 forms, correspondence with Internal Revenue Service	1976-1979
b. 3, f. 3	990 forms, correspondence with Internal Revenue Service, attorneys	1980-1981
b. 3, f. 4	990 forms, correspondence with Internal Revenue Service, attorneys	1982-1984
b. 3, f. 5	990 forms, correspondence with Internal Revenue Service, attorneys, bank regarding charitable status	1985-1989
b. 3, f. 6	990 forms, correspondence	1990-1992
b. 3, f. 7	990 forms, correspondence	1993-1996
b. 3, f. 8	990 forms, correspondence	1997-1999
b. 3, f. 9	990 forms, correspondence	2000-2009



**Series V: Addendum - 2018**

b. 4, f. 1	Legal documents	1967-1970
b. 4, f. 2	Legal documents and correspondence	1995-2005
b. 4, f. 3	Minutes and documents from meetings of Board and Members	1995-2005
b. 4, f. 4	Regarding dissolution of Campus Ministry Advancement organization and dispersal of remaining funds	2012-2017
b. 4, f. 5	Program documentation	1990-2007
b. 4, f. 6	Financial records	1967-2017
b. 4, f. 7	Tax records	1997-2016
b. 4, f. 8	Miscellaneous documents and correspondence (on USB drive)	2005-2017

## **Selected Search Terms**

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

### **Subjects**

Church work with students -- United States

### **Corporate Body**

Campus Ministry Advancement